

## Section E

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## **Pertinent WCIS Regulations**

The regulations pertinent to WCIS are stated in Title 8, California Code of Regulations, Sections 9701-9704. They are available at [www.dir.ca.gov/t8/ch4\\_5sb1a1\\_1.html](http://www.dir.ca.gov/t8/ch4_5sb1a1_1.html)

## **Additional Regulations Related to Filing Employers' First Reports of Injury**

The regulations related to filing First Reports of Injury are stated in Title 8, California Code of Regulations, Sections 14001 and 14005. They are available at [www.dir.ca.gov/t8/ch7sb1a1.html](http://www.dir.ca.gov/t8/ch7sb1a1.html)

## Letter from DIR regarding electronic filing

February 7, 2000

To: California Workers' Compensation Insurers and Self-Insured Employers

**Re: Electronic Filing of the Employer's Report of Occupational Injury or Illness (Form 5020)**

Labor Code § 6409.1 and Title 8, California Code of Regulations ("C.C.R.") Section 14001 require that both workers' compensation insurers and self-insured employers file with the Division of Labor Statistics and Research ("DLSR") a complete report of every occupational injury or illness that results in lost time beyond the date of injury or which requires medical treatment beyond first aid. The report must be filed within five days after obtaining knowledge of the injury or illness. Labor Code § 6409.1 (a); 8 C.C.R. § 14001 (d) & (e). 8 C.C.R. § 14001 (c) provides that the mandatory filing shall be made by a photocopy of the Form 5020, the Employer's Report of Occupational Injury or Illness, or "by use of computer input media, prescribed by the Division and compatible with the Division's computer equipment."<sup>1</sup>

Please be advised that DLSR hereby prescribes the Workers' Compensation Information System ("WCIS." See Labor Code § 138.6 and 8 C.C.R. §§ 9700-9704) as the "computer input media" referenced in 8 C.C.R. § 14001 (c). The obligation of an insurer or a self-insured employer to submit a complete report of occupational injury or illness pursuant to Labor Code § 6409.1 and 8 C.C.R. § 14001 is satisfied provided that the insurer or self-insured employer submits data to the WCIS as required under 8 C.C.R. § 9702 (b) and demonstrates capability to submit complete, valid, and accurate data under 8 C.C.R. § 9702 (h)(1). Assuming such data is electronically transmitted to the WCIS in an acceptable manner, claims administrators need not submit paper copies of the Form 5020 to DLSR.

Please note that specific information, or data elements ("DN"), required under 8 C.C.R. § 9702 (b) is not included on the Form 5020. For example, the Form 5020 does not include the employer's or insurer's Federal Employer Identification

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<sup>1</sup> 8 C.C.R. § 14000 defines "computer input media" as "[t]echniques and means by which information or data can be entered into a computer system. Examples include magnetic tape, diskette, and telecommunications."

Number ("FEIN") (DN 6 and DN16). Pursuant to 8 C.C.R. § 14005 (b) and (c), which allow insurers and self-insured employers to reproduce a revised Form 5020 to include additional questions, DLSR will approve the inclusion of questions asking for information necessary to comply with 8 C.C.R. § 9702 (b).

Thank you for your anticipated cooperation in this matter. Extensive information about the Workers' Compensation Information System, including a technical description of the prescribed computer input media, can be found on the Department's Web site at <http://www.dir.ca.gov/dwc/wcis.htm>. Any inquiries should be made to Division of Workers' Compensation, Research Unit, located at 455 Golden Gate Avenue, 9th Floor, San Francisco, California, 94102. The Research Unit can be contacted by telephone at (415) 703-4600 or by e-mail at [wcis@dir.ca.gov](mailto:wcis@dir.ca.gov).

Sincerely,

Daniel M. Curtin  
Chief Deputy Director  
Department of Industrial Relations